



Lamar University – M.Ed. in Educational Technology Leadership

Field-based Activities Monthly Report: Log

Instructions: Enter the total number of internship hours that you had worked at the start of the month in the upper right cell. Remember that you must log a **minimum of 100 hours** of field-based experience. For each month, enter a brief description of your internship activities for that week in the top row. Enter the ISTE Technology Facilitation standard(s) and Indicator in the second row. Use the third row for each week to report meetings and communications that you had with your site mentor. (Meetings with parents, administrators and/or coworkers that are related to your project work should be noted in the activities row for the day.) Enter the hours you worked for each week at the end of the row. Total the month's hours, then enter the total number of internship hours that you have worked as of the end of the month. There needs to be a minimum of 33 Campus- or District Supervised Activities that encompasses the 33 ISTE Technology Performance Indicators and eight Technology Facilitation Standards.

Date: <u>July 2011</u>		Total Internship hours at the start of the month:	212
Week	Functions	Description	Hrs
1	Week's Activities	Installed Imaging Unit in PEIMS Printer Reviewed TxEIS user's complaints. Back problem home most of the week.	8
	Standard/Indicator	TF.VII.1-7	
	Communication with Mentor	Updated on progress of TxEIS switchover.	
2	Week's Activities	Spent a large chunk of time working with TxEIS users attempting to address their concerns- got screen adjusted so amount of required scrolling reduced significantly. TxEIS crashed – troubleshooting realized Host drive very short of space, contacted Dell Tech Support for recommended course of action. Completed his recommendations.	31
		Blocker assigned me to find out what new social studies teacher could teach opposite Adv.mathematics, gain CTE credit. Researched the issue, contacted reg. center. –doesn't look possible.	.2
		Attempted to configure new AP- it locked me out, no reset, Motorola did not respond in a timely fashion, boxed it up to send back. SHI contact informed me, licensing not right for Adobe software- waiting on him to respond to my question of "legal to us?" He also duplicated UPS battery order. Appears we need to return the whole order. Attempted to install the UPS. It is beeping indicating wiring fault. Maintenance and I did great deal of troubleshooting- contacted dell. They will replace, but strongly suspect the problem is the battery. New one should arrive Monday.	2
		Attempting to perfect the clone drive for Win7 workstation update for PEIMS users, tried it and repair steps on Microsoft site 7 times Thursday & 3 times Monday – it flat won't update.	12
		Interviewed principal concerning conflicts that have arisen in the course of her tenure and their resolutions. She provided a basic scenario description leaving out the names of staff, students, and/or parents that were involved in the conflicts. She also provided an explanation of how each of the 5 conflicts was resolved. (Principal Domain I: Competency 003. Standards 1 – 5)	.8
	Standard/Indicator	TF.VII 1-7 Principal: . (Principal Domain I: Comp. 003. Stan. 1 – 5)	S.T.48

	Communication with Mentor	Updated mentor about TxEIS, discussed conflict management with the principal. Brief discussion about possible assignment for the new social studies teacher	
3	Week's Activities	Instructional Materials allotment TETN presentation. Research limitations of new hire where NCLB and highly qualified is concerned and how it related to his teaching History of Mathematics. Researched the NCLB requirements, rules for 4X4 and highly qualified teacher status. The fact he is new to district and we are Rural should give Rural flexibility. Called and left messages for help with the issue at Region 3 and TEA. Provided Bettin and Blocker documentation.	1.5
		Located local human resources / employee policies online at www.tasb.org . Reviewed the policies, compared to Beaumont ISD. Policies appear to be identical in most respects.	6
		Attempted to find local teacher recruitment and retention policies. After about thirty minutes, I gave up and emailed both the superintendent and the principal. I got a response from the superintendent, not the principal. There is not an official recruitment policy other than adhering to NCLB standards. Math, science, Spanish, teachers are given an additional \$500/year. New hires are assigned an experienced teacher mentor and meet several times with the principal to address any issues of concern to either party.	1
	Standard/Indicator	Principal Domain II.Comp. 005	1
	Communication with Mentor	Discussed possible courses for the 3 rd period class opposite Pre-Calc / needs to be an upper level mathematics course it is for seniors not in Pre-Calc with questionable abilities. Administration concerned other students will drop the other mathematics class to get into an easier class with same point values as the more challenging course—they might not be getting educational content they need, but easier coursework. F-F and email regarding the issue. They have not responded to my last email to ascertain their decision.	.5
			S.T.10
4	Week's Activities	Helped PEIMS person work through first use of payroll side of TxEIS. Email quit working. Had to go in and troubleshoot. Determined problem not internal to network, called CipaSupport, they checked the firewall, it had a programming issue. They corrected @ working. Created and emailed Wk 3 interview questions to Superintendent	4
			4
	Standard/Indicator	TF.VII 1-7 Principal: . (Principal Domain I: Comp. 003. Stan. 1 – 5)	.5
	Communication with Mentor	Apprised Superintendent of findings, fixes, etc. Read email, no response required.	S.T.8.5
5	Week's Activities	Worked on homework assignments at home. Continued to check on the software for the AP C.S. course I was told I would be teaching. I corresponded with the author of the course Blue Pelican Java, which is used to prepare students for UIL CS competition. He indicated that the A.P. CS course is intended to be 3 rd in the series, i.e. CSI, CS2,CS3 and was the equivalent of CS.III. Additionally, if a student is struggling in Pre-Calculus, they will struggle in this course since it utilizes the same logic and reasoning skills (the reason it counts as a Math course). I reported this	2

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		to the superintendent. Researched pricing on drives and ram for old RSCCC server to update it for hosting virtual machines in order to remove older, slower, noisier servers and reduce cooling and electrical loads. Requested permission to order equipment, placed order.	1
	Standard/Indicator	Principal Domain II.Comp. 005 - TF.VII 1-7	
	Communication with Mentor	Reported above findings. Equipment correspondence.	St.3
Hours worked this month:			74.5
Total Internship hours to date including this month:			286.5